

# Inserting and Working With Tables

Tables can help you arrange your text and pictures better on your web pages. They can have visible and invisible frames, and each cell can have its own background color. The following windows have all the answers for formatting your tables.

## Inserting Tables

1. Insert > Table, (or use Insert Table tool on toolbar)
2. Choose the features you want your table to have
3. Click on Insert

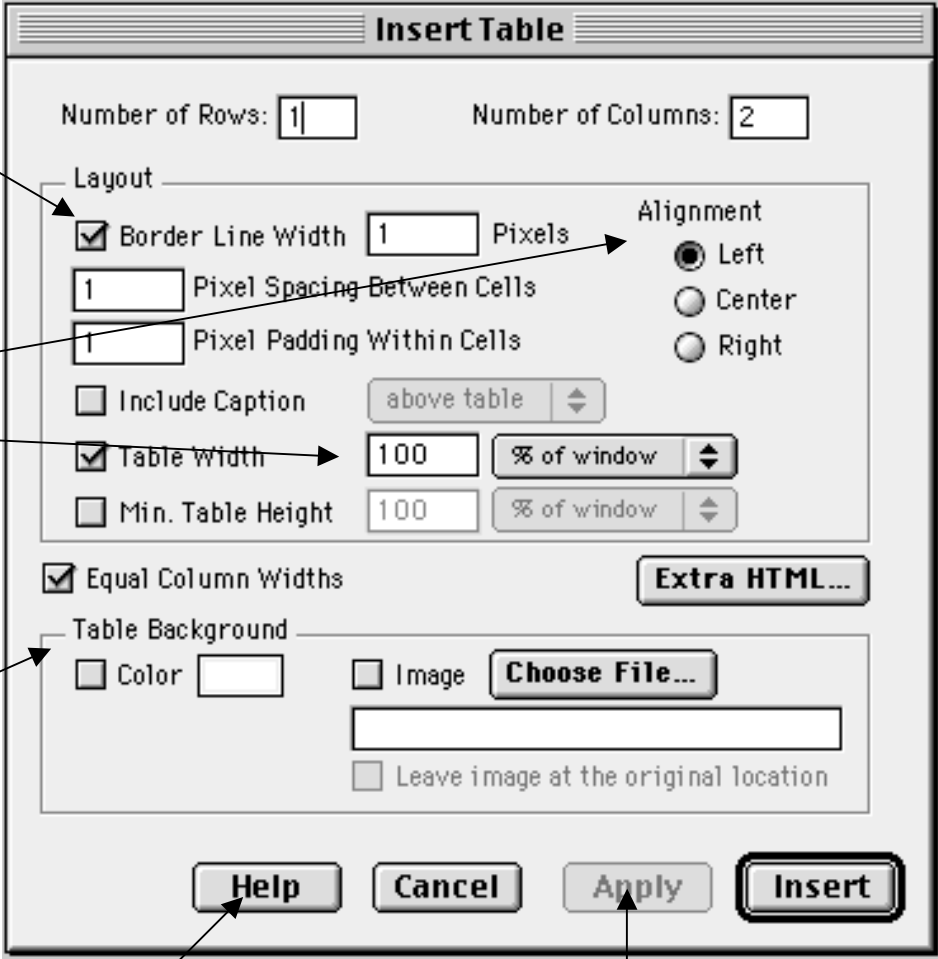
If you want your table to be invisible, uncheck this box.

Make sure your table is where you want it on your page, and that it's taking up the amount of space you want.

Remember, you can make your table have whatever background you want! (Either a color or an image!)

If you can't find something yourself, this is sometimes a good option!

If you click the Apply button, you can look at your changes without closing this window.



# Editing Tables

Sometimes you'll want to make changes to your table after you've inserted it. If this is the case, you have a couple of options:

## To Delete Rows, Columns, or Cells from an Existing Table:

1. Make sure your cursor is in the row, column, or cell you want to delete.
2. Go to Edit > Delete Table > Row, Column or Cell. (Whatever you want to delete.)

## To Add Rows, Columns, or Cells to an Existing Table:

1. Make sure your cursor is in the table that you want to add to.
2. Go to Insert > Table > Row, Column, or Cell.

## Changing Table Properties

1. Go to Format > Table Info on the menu bar.
2. Format Table, Row, or Cell the way you want (I usually use the "Table" tab)

